

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:** **PROBATION AND RECOVERY SERVICES  
ASSISTANT DIRECTOR**

**FLSA STATUS:** **EXEMPT - EXECUTIVE**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform highly responsible probation and public administration work directing operations of the Probation and Recovery Services Department. Duties and Responsibilities include assisting the Director with planning, coordinating, implementing and evaluating the probation and recovery services program. Additional responsibilities include employee supervision, attending Court hearings, preparing and maintaining monthly reports, various associated education and counseling programs, budget preparation, fiscal responsibility for program expenditures and revenues, establishing and maintaining positive relationships with judges, law enforcement agencies and judicial officials, and assisting with grant applications and responses to Requests for Proposals and performing other tasks as assigned. Reports to the Probation and Recovery Services Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists with the planning, development, coordination, implementation and evaluation of a variety of probation and recovery services programs for individuals assigned to such programs by the courts, ensuring adherence to applicable federal, state and local laws and regulations, and established policies, procedures and standards.

Assists with overseeing activities of Department personnel through direct or delegated supervision of various programs, ensuring that established policies, procedures and programs are planned and implemented in accordance with needs of the community relative to budgetary limitations, and according to directives of the General Sessions and Criminal Court Judges and state authorities.

Helps review, develop and implement policies and procedures, as necessary, to improve Department efficiency; reviews various reports, including activity and budget reports, and approves actions or makes recommendations as to procedure.

Helps insure the proper maintenance and update of all offenders' files and audits them to insure compliance with existing regulations and standards.

Works in cooperation with judges and advisory groups in planning the progressive development of the Department, including new or expanded services; oversees and participates in development and execution of strategies and programs to establish and maintain positive image and relations between Department programs and the community.

Helps prepare and submit annual budget proposals; administer budget, ensuring proper general ledger monitoring, and processing of accounts payable and receivable; reviews all contracts entered into by the Department pertaining to community-based correction issues, and advises county officials based on correction and public administration expertise.

Assist with researching, coordinating, and preparing grant proposals, to obtain available government funding for various programs and projects administered by or through the Division; helps administer grant appropriations, maintains records and prepares reports for submission as required by funding authorities; maintains files of grant sources and supporting data.

## **Rutherford County, Tennessee • Probation and Recovery Services Assistant Director**

Helps assign, direct and supervise activities of subordinate professional staff and, through delegated responsibilities, technical and clerical staff, ensuring adherence to established laws, regulations, policies and procedures; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Helps administer routine personnel matters affecting direct subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, submitting records and reports as required.

Serves as liaison between County and local, state or federal agencies or programs involved with issues pertaining to probation; confers with program or agency officials, attends meetings and provides input based on correction and public administration expertise, reviews literature and other information, and applies acquired knowledge and information to needs of Department programs or projects.

Attends seminars, conferences, workshops, classes and lectures, as appropriate, to enhance and maintain knowledge of trends and developments in the field of probation; reviews professional journals and legislation, attends association and professional meetings, and otherwise maintains contacts with probation professionals to facilitate exchange of information.

Assists staff with office and/or home visits when necessary to insure their safety and/or review their performance.

Attends Court hearings to provide testimony regarding offenders, make recommendations regarding their status, acquire additional offenders as assigned by the Judge, etc.

Enforces rules, regulations, policies, and procedures; maintains a secure and peaceful environment in the building.

Insures the proper maintenance and update of all offenders' files and audits them to insure compliance with existing regulations and standards.

Conducts random drug screens when necessary.

Assist with overseeing the facilitation of classes commonly recommended for probation and recovery offenders including (but not limited to) Anger Management, Alcohol and Drug Abuse, Parenting Skills, Educational, Vocational, Domestic Violence and others as deemed necessary.

Assist with overseeing the scheduling of clients for DUI schools and maintains all required documentation in accordance with state regulations.

Makes recommendations regarding the level of supervision, changes in status, revocation, or other matters pertaining to offenders in their caseload.

Assist with overseeing the collection of fees from offenders and insures that the funds are properly deposited and accounted for.

Interacts with family members of offenders to obtain information, explain legal actions, status of offenders, and offenders' progress in probation and recovery.

Works with the Finance Department for payment to be made through purchase orders or other required means.

Performs mathematical computations including addition, subtraction, multiplication, and division and utilize current database, spreadsheet, and word processing software applications.

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

## **Rutherford County, Tennessee • Probation and Recovery Services Assistant Director**

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, clients, visitors, and other individuals.

Communicates effectively with the Rutherford County Mayor's Office, employees, other departments, law enforcement personnel, court personnel, attorneys, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Performs requested administrative duties of answering telephone calls, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, and other tasks as needed.

Conducts assigned errands, such as, transporting legal/court documentation, transporting bank transactions, or other errands.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Master's degree in Criminal Justice, Public Administration, Law, Psychology, Social Work , Behavioral Science or closely related field; a minimum of two (2) years previous experience and/or training involving Probation, including one (1) years experience in supervising a probation staff. Must possess a thorough knowledge of Tennessee Code Annotated (TCA) and criminal state statutes governing probation, social service agencies, court procedures and treatment facilities in the area: strong organizational, interpersonal, and decision-making skills, or any equivalent combination of education, training, and experience which provides the requested knowledge, skills, and abilities for this job. Must be certified to administer the Addiction Severity Index (ASI)/Level of Service Inventory and interpret the results. Must possess and maintain a valid Tennessee Class D Drivers license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

### PHYSICAL DEMANDS ANALYSIS

#### 1. STANDING AND WALKING

**Tasks:** Leading group, walking to and from the judicial building

**Surface:** carpet, concrete

**Estimated Total Hours:** 1-2 **Maximum Continuous Time:** 2

#### 2. SITTING

**Tasks:** Data entry, paperwork, monitoring clients

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 4

#### 3. LIFTING/CARRYING

**Objects:** laptop, chairs, tables, books, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs			X		
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

#### 4. PUSHING/PULLING

**Objects:** doors,

**Height of hands above floor during push:** waist high, above head, knee

#### 5. CLIMBING

**Tasks:** stairs – 4 flights

**Frequency:** one to two times a week

#### 6. REACHING

**Tasks:** monitoring clients, computer, files, stocking supplies, etc.

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily		<5lbs
21-36"	All	Daily		<5lbs

#### 7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X

<b>Sudden Changes in Temperature</b>		X
<b>Noise</b>		X
<b>Fumes</b>		X
<b>Cramped Quarters</b>		X
<b>Cold Surfaces</b>		X
<b>Hot Surfaces</b>		X
<b>Sharp Edges</b>		X
<b>Vibration</b>		X
<b>Fluorescent Lighting</b>	X	
<b>Computer Monitor Screen Glare</b>	X	
<b>Inside Building</b>	96 % of time	
<b>Outside</b>	4 % of time	

8.

**OTHER JOB DEMANDS**

<b>Does Job Require</b>	<b>Yes</b>	<b>No</b>
<b>Crawling</b>		X
<b>Jumping</b>		X
<b>Lying on Back</b>		X
<b>Lying on Stomach</b>		X
<b>Twisting</b>	X	
<b>Sweeping/Mopping</b>		X
<b>General Cleaning</b>	X	
<b>Handling Trash</b>		

**9. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Laptop, computers, supplies, books, car, touch screen, remote

**10. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		All day
<b>Grasp</b>	X		All day
<b>Fine Motor i.e: writing, twisting hands or wrist, etc</b>	X		All day

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.\

**Yes**

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

**Yes**

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

**Yes**

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

**Yes**

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date